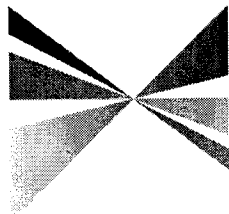


SOUTHERN CALIFORNIA



**ASSOCIATION of
GOVERNMENTS**

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559-12/28/05

MEETING OF THE

ADMINISTRATION COMMITTEE

PLEASE NOTE CHANGE IN MEETING LOCATION

**Thursday, May 4, 2006
9:00 a.m. – 10:00 a.m.**

**The Westin Long Beach
333 E. Ocean Blvd
Long Beach, CA 90802
562.436.3000**

If members of the public wish to review the
attachments or have any questions on any of the
agenda items, please contact Lisa Taylor at
213.236.1891 or taylorl@scag.ca.gov

Agendas and Minutes for the Administration Committee
are also available at:

www.scag.ca.gov/committees/ac.htm

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ADMINISTRATION COMMITTEE

AGENDA

"Any item listed on the agenda (action or information) may be acted upon at the discretion of the Committee."

PAGE # TIME

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

Hon. Dennis Washburn,
Vice Chair

2.0 PUBLIC COMMENT PERIOD

Members of the public desiring to speak on an agenda item or items not on the agenda, but within the purview of the Committee, must fill out and present a speaker's card to the Assistant prior to speaking. A speaker's card must be turned in before the meeting is called to order. Comments will be limited to three minutes. The chair may limit the total time for all comments to twenty (20) minutes.

3.0 REVIEW and PRIORITIZE AGENDA ITEMS

4.0 CONSENT CALENDAR

4.1 Approval Item

4.1.1 Approve Minutes of April 6, 2006 81
Attachment

4.1.2 Sponsorship of Air Waste Management
Association Conference 08
RC Attachment

4.1.3 Invitation to Visit the Shanghai, China
Maglev System RC Attachment 09

4.1.4 Contracts Over \$250,000 10
RC Attachment

4.2 Receive and File

4.2.1 Purchase Orders/ Contracts \$5,000 to
\$250,000 RC Attachment 19



ADMINISTRATION COMMITTEE

AGENDA

- | | | <i>PAGE #</i> | <i>TIME</i> |
|------------|--|---|-------------|
| 5.0 | <u>ACTION ITEMS</u> | | |
| 5.1 | <u>Fiscal Year 2006-07 Overall Work Program (OWP) Attachment</u> | Bert Becker,
Interim CFO

11 | 10 minutes |
| | Recommended Action: Approve | | |
| 5.2 | <u>KPMG Audit Handout</u> | Chris Ray,
KPMG | 15 minutes |
| | Recommended Action: Approve | | |
| 6.0 | <u>INFORMATION ITEMS</u> | | |
| 6.1 | <u>CFO Monthly Financial Report RC Attachment</u> | Bert Becker,
Interim CFO 20 | 5 minutes |
| 6.2 | <u>Audit Committee Report</u> | Hon. Sid Tyler,
Chair | 5 minutes |
| 7.0 | <u>FUTURE AGENDA ITEMS</u> | | |
| | Any Committee members or staff desiring to place items on a future agenda may make such request. Comments should be limited to three (3) minutes. | | |
| 8.0 | <u>ANNOUNCEMENTS</u> | | |
| 9.0 | <u>ADJOURNMENT</u> | | |
| | The next meeting of the Administration Committee will be held during the Regional Council Retreat on Thursday, June 1, 2006 at the Marriott Hotel in Marina del Rey, California. | | |

Administration Committee
April 6, 2006

Minutes

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPE OF THE ACTUAL MEETING IS AVAILABLE FOR LISTENING IN SCAG'S OFFICE.

The Administration Committee held its meeting at the SCAG offices, Downtown, Los Angeles. The meeting was called to order by Sid Tyler, Chair, Pasadena. There was a quorum.

Members Present

Aldinger, Jim	City of Manhattan Beach
Baldwin, Harry	City of San Gabriel
Burke, Yvonne	County of Los Angeles
Bowlen, Paul	City of Cerritos
Dixon, Richard	City of Lake Forest
Loveridge, Ronald	City of Riverside
Lowenthal, Bonnie	City of Long Beach
Nelson, Larry	City of Artesia
Ovitt, Gary	County of San Bernardino
Pettis, Greg	City of Cathedral City
Robertson, Deborah	City of Rialto
Tyler, Sid (Chair)	City of Pasadena
Washburn, Dennis (Vice Chair)	City of Calabasas
Young, Toni	City of Port Hueneme

Members Not Present

Edney, Jon	City of El Centro
Mikels, Judy	County of Ventura
Roberts, Ron	City of Temecula
Smith, Greig	City of Los Angeles

¹ * indicates new member

Administration Committee
April 6, 2006

Minutes

1.0 CALL TO ORDER & PLEDGE OF ALLEGIENCE

Hon. Sid Tyler, Chair, Pasadena, called the meeting to order at 9:05 a.m.

2.0 PUBLIC COMMENT PERIOD

None.

3.0 REVIEW and PRIORITIZE AGENDA ITEMS

Consent Calendar Approval Item 4.1.7 heard separately. Action Item 5.2 pulled.

4.0 CONSENT CALENDAR

4.1 Approval Item

4.1.1 Minutes of March 2, 2006

4.1.2 Authorize Staff Travel to the 4th International Gwangyang Port Forum

4.1.3 Nomination of Supervisor Judy Mikels to become President-Elect of NARC

4.1.4 Date, Location, & Budget for the 2006 Regional Council Retreat

4.1.5 FY 05-06 Indirect Cost Budget

4.1.6 Contracts Over \$250,000

Motion by Tyler to pull Item 4.1.7 from Consent Calendar for discussion, Seconded by Washburn. The Committee upheld.

Motion by Bowlen to approve the Consent Calendar excluding Item 4.1.7, Seconded by Washburn, then unanimously approved by the Committee.

4.1.7 San Gabriel Valley Energy Efficiency Program Agreement

Sylvia Patsaouras, advised the Committee that Southern California Edison (SCE) is proposing an energy program in the San Gabriel Valley. SCAG will assist with outreach efforts and staff costs will be reimbursed through a grant secured by SCE.

Motion by Robertson approve Item 4.1.7 under Consent Calendar, Seconded by Bowlen, then unanimously approved by the Committee

Administration Committee
April 6, 2006

Minutes

4.2 Receive and File

4.2.1 Purchase Orders/Contracts \$5,000 to \$250,000

5.0 ACTION ITEMS

5.1 Internal Audit Appeal Procedure

Bert Becker, Interim CFO, reviewed a draft of the Internal Audit Appeal Procedure. The proposed procedure would allow subregions to file an appeal of disallowed costs based on new information not originally available during the time of the field work or if the subregion believes there is a misinterpretation or misapplication of the rules and regulations. The subregion would then have 30 days after the release of the audit to notify SCAG of intent to appeal; then 45 days from the release to submit a written appeal. The appeal would then be sent to an appeals panel consisting of: 1) external counsel; 2) external audit firm with experience in federal rules and regulations; 3) the Deputy Executive Director of SCAG.

The Committee referred the item back to the Audit Committee for further review of the timeline, panel composition, repayment language, extensions, and final appeal process.

Motion by Baldwin to refer Item 5.1 to the Audit Committee for further review, Seconded by Robertson, then approved by the Committee.

5.2 KPMG Audit
Item pulled.

6.0 INFORMATION ITEMS

6.1 CFO Report

Bert Becker reported:

- Through February we are 66% through the fiscal year and expenditures plus encumbrances are at 72% of total budget
- OWP – carry over projects are funded next year, no loss of money
- Contracting process is under review

Administration Committee
April 6, 2006

Minutes

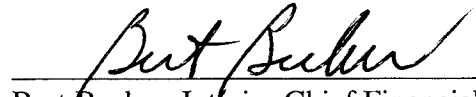
7.0 FUTURE AGENDA ITEMS

8.0 ANNOUNCEMENTS

9.0 ADJOURNMENT

Hon. Sid Tyler, Chair, adjourned meeting at 9:50am. Next meeting will be held as part of the General Assembly at the Westin Long Beach on Thursday, May 4, 2006.

Minutes Approved by:



Bert Becker, Interim Chief Financial Officer
Staff to the Administration Committee